




Ready to access your Patient Portal?

You'll be receiving an email announcing the availability of the new Patient Portal! The new portal allows you to:

-  Access patient chart information
-  Request or schedule new appointments
-  Communicate with the practice via secure message
and more!

Set up your account in 5 easy steps!

1 When you get your email, just click **"Setup my Account"**. You have 14 days to use this link. After that, you must contact the practice.

If you have multiple children, you'll want to take these steps from **each** email you received. Each patient requires a unique PIN.

2 Choose how you want to receive your PIN, and click **"Send My PIN"**.
(Text is recommended)

3 When you see that your PIN has been sent, click **"Start My Registration"**.

If you have PINs for multiple patients, this step must only be taken from **one of the PIN receipts**. You'll add additional children in the last step.

4 Enter **your** email address, create a password, and click **"Continue"**. Then complete the rest of **your** information.

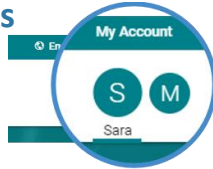
5 Select that you'd like to add a child and enter the child's PIN and info. If additional PINs were received for other children, select **"I'd like to add another child"**, enter that child's PIN, and complete the info. Do this for all remaining children. When you're done, click **"Create My Account"**.

You're all set!

Welcome to the Patient Portal! Let's take a look around.

What you'll see on the homepage

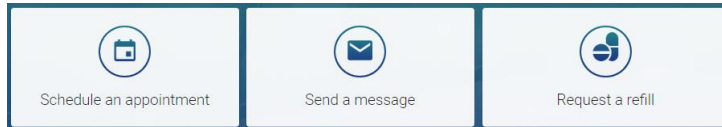
Portal Account Toggles



Some options may not be available.

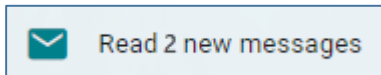
These toggles drive whose info is displayed. Your button is first, followed by one for each child you've linked by PIN. Be sure to select the correct toggle when viewing patient info.

Suggestion Tiles



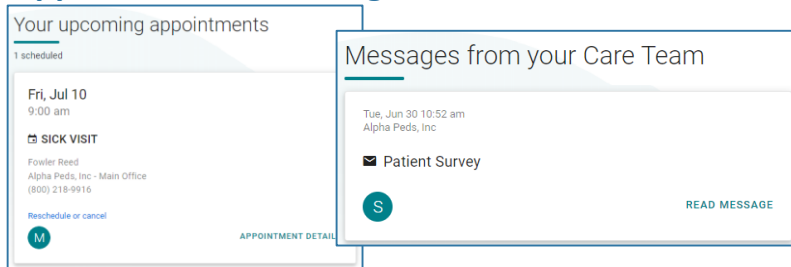
These tiles provide quick access to some of the most commonly used portal actions. When sending a message, be sure to send it **on behalf of the patient**.

Messages / Items that Need Attention



Shortcuts replace the Suggestion Tiles for new messages, such as when a Survey has to be completed, or when other items require attention, such as Lab Results.

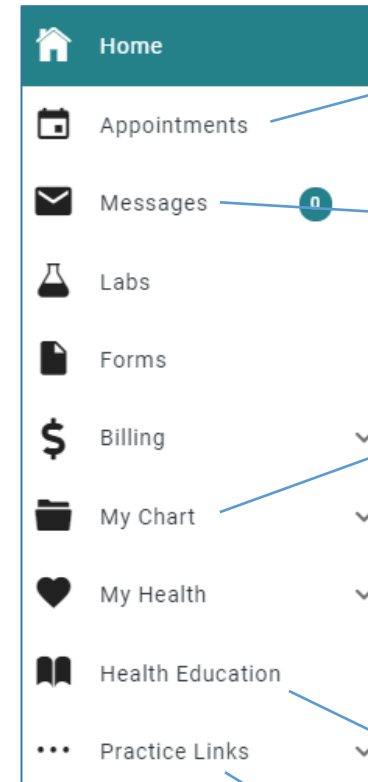
Upcoming Appointments / Messages from Your Care Team



These are displayed on the homepage below the greeting. Use the included links to access more information about the Appointment or Message.

Using the Navigation Panel

Use the Navigation Panel to access more info for the **selected portal account**.



Lists upcoming appointments and provides the options to **request a new appointment** or **request a referral**.

Displays the patient's message inbox, sent items, and deleted messages. Also offers the option to **compose a new message**.

Expands to list the different chart sections made available by the practice. Here are some key points:

- **Summary:** displays the entire chart at-a-glance and includes tabs to access the other available chart sections.
- **Documents:** provides the option to **request a document** from the practice and displays documents that have been shared by the practice for you to view. When you receive a message that you have a Document to Review, this is where you will go to review it.

Displays Patient Education handouts that have been shared with you by the practice.

Access to important links the practice has made available.

If you have any questions as you are navigating around your portal account, please contact the practice.

HOW TO ADD ANOTHER CHILD TO YOUR PORTAL ACCOUNT WITH A PIN:

Click on “My Account” – Top right.

Click on “Add Child/Dependent”.

Continue to add child/dependent using their PIN and Date of Birth.

